

At Time of Application Submission

- Building address and property information (size, type, occupancy, etc.)
- Proof of building ownership/proof of building owner permission to undertake project
 - If Applicant leases space, a copy of their lease extending one year past the construction timeline and a Landlord Certificate Form signed by the landlord acknowledging they have reviewed and approved the proposed facility improvement(s).
 - If Applicant owns space, a deed, property tax statement, or current mortgage statement from the lender.
- A description of the proposed project
- Project design drawings
- Photos of the existing building space
- Cost estimate budget spreadsheet using NJEDA template, which is supported by:
 - Quote(s) from contractor(s) that are registered with NJDOL as a Publics Works Registered Contractor with costs consistent with New Jersey State prevailing wage rates
 - Vendor quotes or similar retailer price information for any relevant items/equipment to be purchased directly by the applicant
- A soft commitment for matching funding (e.g., promissory note, letter of commitment from a financial institution, etc.) OR proof of funding in-place (e.g. bank statements, executed financing agreement, or similar indication of availability of working capital for proposed project) to demonstrate Applicant's ability to cover the balance of project costs not covered by this grant IN ADDITION TO a 10% contingency to cover any potential project cost overruns.
- Estimated project schedule using NJEDA Project Schedule template.
- Requested grant award amount
- Expected utility/state energy efficiency incentive payments (if applicable)
- Recent utility bill(s) (water and energy), as well as building occupancy and energy consumption (e.g. oil, propane) data for prior 12 months of operation
- Projected operating greenhouse gas emissions savings to be realized as a result of the project (calculated by a 3rd party qualified professional) with supporting information and additional documentation as required (HVAC equipment information, etc.). See RETROFIT Program - Emissions and Energy Calculations Guidance for details.

At Time of Application Approval

- Valid [Tax Clearance Certificate](#) from NJ Division of Taxation no older than 180 days

After Application Approval

- If only a soft commitment for matching funding was provided at time of application, applicant will have twelve (12) months from execution of grant agreement with NJEDA to submit proof of funding for the balance of project costs not covered by the grant award IN ADDITION TO a 10% project contingency.
- Applicant will submit utility bills (water and energy), as well as building occupancy and energy consumption data for twelve (12) months after the completion of project construction.